

UNITED STATES GOVERNMENT

Memorandum

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CONFIDENTIAL

TO : Director of Training

DATE: 1 October 1965

FROM : Registrar, TR

SUBJECT: Weekly Activities Report No. 30
27 September - 1 October 1965

I. SIGNIFICANT ITEMS

25 YEAR RE-REVIEW

None

II. OTHERS

A. I met with Joe Becker and [] on 30 September to discuss ADP Training. Mr. [] has been named to head the CODIB Committee exploring ADP Training. Mr. Becker has come up with a proposal covering groupings of people to be trained and the kind of training needed. His proposal, of which I have a copy, including his Vu-graphs, includes an internal program tied in to selected external training programs. This is a start and next week I intend to talk with [] (DDS) and then with NRIC, before "putting meat on the skeleton" prepared by Joe Becker.

25X1

25X1

B. [] DIA Plans, briefed Mr. [] and me on the approved schedule for Project HELPFUL. As approved, it is a two-day program of lectures and visitations. It appears to be a good, tight package. No date has yet been set and I have been unable to contact [] to discuss this with him. At the moment an October date would not give us sufficient time to screen our nominees. With your permission I shall push for mid-November.

25X1

C. On 30 September I briefed [] on the Office of Training. [] is an old friend of mine and I believe he will be an excellent addition to []

25X1

25X1

25X1

*B
But not
on that
date
or 19
for
m/f*

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GROUP 1
Excluded from automatic
downgrading and
declassification

CONFIDENTIAL

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SUBJECT: Weekly Activities Report No. 30 (cont)

25X1 D. [Informally, through [] CIA Representative to the Assistant Secretary of Defense, Administration, we have obtained two slots for the January Defense Systems Management Course to be given at Monterey. C.I.F. - 25X1 The Office of Computer Services has named [] to attend, and [] (BPAM) will have a second candidate. I am exploring, with interested offices, the desirability of asking for slots in subsequent runnings of this course.

25X1 E. [] also advises that a letter is being prepared inviting us to participate in the Defense Systems Analysis Course #2 beginning August 1966. This is the course given at the Institute for Defense Analysis (IDA) which [] is presently attending. 25X1

summary & rewrite for B F. Attached, for your information, are reports from my two branches regarding the accomplishments of our summer employees. We had five and all were outstanding; we could have asked for none better. They were diligent, alert, and, as you can see by the attached reports, accomplished a great deal (more than we expected or hoped for) in the time they were with us. The fitness reports on each reflect this. Our vault is now neat and clean. Much credit reflects on [] who planned and directed this effort. 25X1

III. PERSONNEL

25X1 [] who was operated on last Friday, is well and sufficiently fit to leave the hospital today (1 Oct.). This is a full week ahead of her anticipated departure date.

[] 25X1

Attachments: 4

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5010-104
UNITED STATES GOVERNMENT

Memorandum

TO : Chief, Registrar Staff/ TR

DATE: 1 October 1965

FROM : Chief, AIB/RS/TR

SUBJECT: Weekly Activities Report No. 30
27 September - 1 October 1965

I. SIGNIFICANT ITEMS

None

II. OTHERS

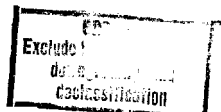
A. Information on external training for computer input for production of the quarterly edition (1 July - 30 Sept 1965) of the Agency Training Record will be sent to the OCS on Monday. The code changes for external training completed by the summer employees, the quarterly changes and deletions and information on internal training were forwarded to OCS earlier this week. The machine document is expected about the third week in October.

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We have never been able to get an errorless document produced from our information. Both [redacted] currently in the DDS computerizing activity, and [redacted], MSS, 25X1 who is also with the same activity and who earlier had worked with us in setting up OTR's mechanized system, have looked into our work and the final product and have concluded that the errors are most likely coming from the OCS phase of the work, that is, at the time of transcription, when OCS operators convert our information for the computer file. [redacted] recommend that we 25X1 do the transcription work here in the Branch; that a key-punch operator is added. There are advantages; there are disadvantages. The recommendation merits further pursuit; AIB's goal is still an errorless Agency Training Record.

25X1 B. C/AIB prepared for publication the texts of three Special Bulletins to announce upcoming courses. One bulletin outlines plans for the [redacted] Course and is directed to CS Training Officers. Another, to all Training Officers is about the Intelligence Review course which, this time, will begin on a

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SUBJECT: Weekly Activities Report No. 30 (cont)

Thursday and end ten days later on a Wednesday (to avoid the November 11 Veterans Day,) DDI registrations are very low. The bulletin plus the usual attention [] gives to this program should bring enrollments to the 32-35 maximum. The third bulletin announces the first running of a course which is a combination of the Communist Party Organization and Operations course with that of Anti-Communist Operations. The lack of classroom space necessitates SIC's giving the course on Tuesday, Wednesday and Thursday of the five weeks from 26 October through 24 November. It will be given in OS' room, GA-13, Headquarters. 25X1

C. The Orientation for Training Officers, held Tuesday and Wednesday (a.m.) this week, was the first which I attended in its entirety. A considerable amount of information about the capabilities and responsibilities of OTR's Schools and Staffs was very well presented to the sixteen persons who attended. I think however, the program can be tightened and my recommendations will be outlined in a separate memorandum.

Each Training Officer indicated intention to join a group tour of [] only one wanted an overnight included. Plans are underway to find out the preferences of the [] as to dates, size of the group, and so forth before any further enlistments are sought. 25X1

ILLEGIB 25X1
B now this check out C/OS/TR
[According to [] [] 25X1
D. /The Chief of Station Seminar will run. / Nine students are reported as of Thursday p.m. The last day of the seminar is also the last day of the Midcareer Executive Development course. Both groups will be in joint session on that Friday morning.

E. C/AIB discussed the publications responsibilities of the DC/AIB with [] an applicant for the second position in the Branch. As in the case of [] an earlier interviewee, a memorandum of summary of C/AIB's observations and conclusion will be prepared for [] PO/TR. As I understand it, there are two more individuals for consideration. 25X1 25X1 25X1

F. Mr. Baird brought [] the "thanks of the Vice President" for the information she provided him on selected colleges on the eastern coast. 25X1 25X1

Attachment: Weekly Attendance.

Page Denied